

CH-1 entered 24 Jul 97
NAVSUBSCOLINST 3440.1E
N14
18 Apr 95

NAVSUBSCOL INSTRUCTION 3440.1E

Subj: DISASTER CONTROL

Ref: (a) SUBASENLON ltr 11000 Ser 100/02075 of 04 Aug 93

Encl: (1) SUBASENLON Working Party Team and Recall List
(2) SUBASENLON Evacuation Coordination Team and Recall List
(3) NAVSUBSCOL Disaster Control Bill
(4) NAVSUBSCOL Building Coordinator Recall List
(5) NAVSUBSCOL Hurricane Bill

1. Purpose. To promulgate instructions and assign responsibilities for manning SUBASENLON Working Party Team, SUBASENLON Evacuation Coordination Team, NAVSUBSCOL Disaster Control Program, and NAVSUBSCOL Hurricane Bills.

2. Cancellation. NAVSUBSCOLINST 3440.1D. This instruction has been revised extensively and should be read in its entirety.

3. Background. Experiences at major naval installations during natural disasters indicate that most disaster plans are inadequate or unable to be implemented realistically. Consequently, this plan incorporates lessons learned through these disasters and local disaster exercises. NAVSUBSCOL is a key element in disaster relief and control plans for Naval Submarine Base New London and the State of Connecticut. This instruction outlines two areas of disaster control: the Hurricane Bill and the general Disaster Control Bill. These bills, or portions thereof, may be used for other catastrophes.

4. Organization. Per reference (a), two disaster control/hurricane "assistance teams" for SUBASENLON and a manned Command Center in some NAVSUBSCOL buildings are required. An up-to-date listing of all team leaders and alternates should be provided to the Chief Master-at-Arms (CMAA) and retained on the Quarterdeck.

a. SUBASENLON Working Party Team (Code HB) will be activated/recalled by the NAVSUBSCOL Command Duty Officer (CDO) upon direction of the SUBASENLON CDO. Requirements for assignment of personnel equipment and muster location are contained in enclosure (1).

b. SUBASENLON Evacuation Coordination Team and Recall List, enclosure (2), will be implemented immediately upon setting Hurricane CONDITION THREE. Requirements for assignment of personnel, equipment and muster locations are contained in enclosure (2).

c. NAVSUBSCOL Disaster Control Program, enclosure (3), will be implemented upon request of SUBASENLON CDO to mobilize the SUBASENLON Working Party Team (Code HB) or, in the opinion of the CDO, when needed to promote survival of personnel, preservation of resources, and restoration of mission essential operations. Should any doubt exist as to the seriousness of the situation, the CDO will implement the Disaster Control Program without delay. Assignment of Building Coordinators, responsible for securing buildings will be in accordance with enclosure (4).

5. NAVSUBSCOL Hurricane Bill. Enclosure (5) will be implemented incrementally as COMSUBGRU TWO sets appropriate hurricane condition levels. Destructive wind/hurricane warnings normally originate with Fleet Weather Central. Dissemination will be by message addressed to "All Naval Activities New London Area." Message will set a Hurricane Condition level (4 is lowest, 1 is highest) and give geographic location of the storm. The path of the storm will be charted on NAVSUBSCOL Quarterdeck using coordinates given in the messages. All action taken in accordance with this bill shall be directed towards safeguarding and preserving human life and protecting government property. It should be noted that this bill is written for the maximum threat (hurricane) but that portions may be implemented for storms of less intensity.

a. The following readiness condition levels are prescribed:

(1) CONDITION FOUR - ALERT - Hurricane or destructive wind storm exists and trend indicates a possible threat of destructive winds (or force indicated) within 72 hours. During working hours, notify personnel that a storm is imminent and may become a threat.

(2) CONDITION THREE - CAUTION - A hurricane or destructive wind storm exists and may cause destructive winds or abnormally high tides within 48 hours. Take preliminary precautions.

(3) CONDITION TWO - WARNING - A hurricane or destructive wind storm has developed to the extent that destructive winds or abnormally high tides are anticipated within 24 hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice.

(4) CONDITION ONE - EMERGENCY - A hurricane or destructive wind storm with winds of full force and abnormally high tides is imminent (within 12 hours). Take appropriate precautions to minimize damage.

WARNING: Extra vigilance and caution must be exercised during the lull which typifies the passage of a storm center. This lull should be regarded as a warning that within a few minutes the second part of the storm may strike from the opposite direction with sudden force and maximum intensity.

6. Attack Warning Signals. The following warning signals are prescribed:

a. Warning Signals - Audible attack warning signals for SUBASENLON are the same as Civil Defense warning signals as follows:

(1) The "ATTENTION" or "ALERT SIGNAL" is a three to five minute steady tone. It will be sounded at the option and on the authority of local government officials. It means "listen for essential emergency information."

(2) The "ATTACK WARNING SIGNAL" is a three to five minute wavering tone on sirens, in short blasts, on horns or other devices, and repeated as deemed necessary. The attack warning signal means an actual attack against this country has been detected and is imminent. Protective action will be taken immediately.

b. Evacuation - Department of Defense policy requires taking shelter in the event of attack as opposed to evacuation. Upon sounding of the "ALERT SIGNAL," all personnel will prepare to take shelter. Upon sounding of the "ATTACK WARNING SIGNAL," all personnel will take shelter.

7. Radiological Warning Signal. A radiological emergency is sounded by nine short blasts of the base whistle. Three short blasts indicate "ALL CLEAR."

8. Emergency Shelters. Building 519, Darby Hall, is the designated emergency shelter for all NAVSUBSCOL personnel.

9. Command Center. Command Center will be the normal office space of the Building Coordinator. Building Coordinators will advise the Quarterdeck of location and phone number of their

Command Center if there is a change or a number recall. The Quarterdeck will maintain a list of all NAVSUBSCOL building Command Centers.

10. Training. Training will be held for personnel during the SUBASE annual Disaster Drill.

11. Action

a. Directors

(1) Ensure all staff and student personnel under their cognizance are aware of their duties and responsibilities in accordance with this instruction.

(2) Keep a current roster of names and home phone numbers of personnel filling billets required for recall, update it quarterly, and forward copies to CMAA office.

b. Staff Civil Engineer

(1) Act as NAVSUBSCOL Disaster Preparedness Officer (DPO).

(2) Assist in recall and coordination of all required personnel in accordance with this instruction.

(3) Coordinate and direct all actions for the Disaster Control Program and Hurricane Bill from NAVSUBSCOL Quarterdeck.

(4) DPO will receive all disaster and storm reports and assistance requests.

(5) DPO will have direct contact with all assistance resources and authority to put these resources into action and to revise any established assistance priorities should it become necessary.

c. Building Coordinators

(1) Establish and take charge of the Command Center within their respective buildings when directed.

(2) Maintain a current recall list of all team members required to secure the building.

(3) Recall and/or direct all necessary personnel in accordance with this instruction.

(4) Act as single point of contact and make all required reports in accordance with this instruction to the NAVSUBSCOL Quarterdeck.

(5) Secure building, if possible, at appropriate time and open building upon securing from Hurricane Conditions One and Two.

d. Building Managers

- (1) Supervise securing of the building.
- (2) Assist Building Coordinator as required.
- (3) Act as a single point of contact in Building Coordinator's absence and during non-emergency conditions.
- (4) Develop evacuation procedures for building under their cognizance.
- (5) Compile and post listings of specific hazards to fire fighting personnel inside each entrance to building and forward a copy to SUBASENLON Fire Chief.
- (6) Ensure evacuation bills showing building evacuation routes are posted in each building/facility under their cognizance.
- (7) Provide appropriate protection to buildings, and equipment under their cognizance under severe weather conditions.
- (8) Ensure first aid and emergency medical kits, where provided, are fully stocked, readily available and used only in extreme emergencies. First aid kits are not to preclude appropriate medical attention by Naval Hospital Groton.
- (9) Establish a disaster preparatory and recovery check list for their building.
- (10) Ensure personnel in their buildings are aware of the assigned emergency shelter.
- (11) If designated, a shelter location be prepared to take action listed in reference (a) when directed; provide shelter management and control for duration of emergency.
- (12) Determine if window breakage during high winds (hurricane) would create significant hazard. In those cases, coordinate with office of the Staff Civil Engineer to have plywood available.

C. T. STAFFORD
Acting

Distribution:
CASE A

Copy to:
CNET
SUBASENLON DPO

SUBASENLON WORKING PARTY TEAM (CODE HB)
AND RECALL LIST

1. Function. Provide unskilled labor for assistance to skilled teams in performance of miscellaneous tasks.

2. Personnel

- a. Four Team Leaders (staff personnel)
- b. Forty-eight workers (student personnel)
- c. Contact listed below will be responsible for recall of all assigned personnel on this enclosure:
 - (1) Director - Code N5
Work Phone - 3718
- d. Team Leader - Personnel to man Working Party Team will be assigned as follows:
 - (1) Team Leader #1 - ET (Exterior Communications Training) Work Phone - 2826
 - (2) Team Leader #2 - ET 5YO Training (CORE) LCPO
Work Phone - 2047
 - (3) Team Leader #3 - ET (Navigation/Operations Operator Training) LCPO Work Phone - 2026
 - (4) Team Leader #4 - STS "A" School LCPO
Work Phone - 5151
- e. Each team will be composed of twelve workers, normally students currently enrolled in the Team Leaders courses of instruction. Excess Code N5 students will be used to fill undermanned teams. Team Leaders are responsible for recalling and mobilizing workers.

3. Procedures

- a. All personnel will muster on the NAVSUBSCOL Quarterdeck where appropriate protective clothing will be issued from the Damage Control Locker located in Building 519.
- b. When all personnel are assembled, Team Leaders will make a "READY" report to the CDO and await further instructions.

Enclosure (1)

SUBASENLON EVACUATION COORDINATION TEAM
AND RECALL LIST (CODE HC)

1. Function. To provide assistance as directed. Personnel assigned should be able to make minor damage control type repairs and to relocate various equipment to minimize damage.

2. Personnel

a. One Officer in Charge (Staff); Ten Team leaders (Staff personnel); Twenty workers (Student personnel).

b. The contact listing below will be responsible for recall of all assigned personnel on this enclosure:

(1) Director - Code N3
Work Phone - 3930

c. Officer in Charge, Code N32, normally 03 or above.

d. Team Leaders. Assigned by Director, Code N3. Normally PO1 or above.

Team Leader #1	- Code 311
#2	- Code 312
#3	- Code 313
#4	- Code 314
#5	- Code 315
#6	- Code 321
#7	- Code 322
#8	- Code 323
#9	- Code 324
#10	- Code 325

e. Twenty workers to be assigned from AWSS (extension 2076), ACU (extension 3423) and AWT (extension 3319). The OIC is responsible for coordination with applicable supervisor of above students and has priority over all other requests from these manpower pools.

3. Procedures

a. One Petty Officer and two workers make up a team. One member of each team must have a valid driver's license.

b. Each team will be equipped with a repair kit provided by SUBASE PWD.

Enclosure (2)

NAVSUBSCOLINST 3440.1E

CAUTION: No attempt will be made by assistance teams to restore electrical power. All cases involving loss of electrical power or other electrical problems will be referred to Public Works Department Trouble Desk, extension 4711.

4. All assigned personnel will muster on the NAVSUBSCOL Quarterdeck. Foul weather gear will be issued to team leaders by SUBASENLON Supply Officer.

5. When all personnel are assembled, the Officer-in-Charge will make a "READY" report to the CDO, then report to the SUBASE CDO/DPO, Building 405, for assignments.

6. Ten government vehicles will be provided by the Transportation Division of Public Works Department for use as determined by the Code HC OIC.

7. Team leader will maintain close coordination with NAVSUBSCOL OIC.

NAVSUBSCOL DISASTER CONTROL BILL

1. Naval Submarine School is a tenant command of the New London Naval Submarine Base. As such, NAVSUBSCOL personnel usually are utilized as support personnel per reference (a). Should any conflict arise between this instruction and the instruction referenced, the referenced instruction shall take precedence.

2. During a disaster involving enemy forces, recall of personnel may be hindered or severely delayed due to prevailing security conditions. All recalled personnel must be informed of current security condition in order to follow proper procedures for entering NAVSUBASE.

3. This disaster control bill covers all disasters, with the exception of hurricanes.

4. Action

a. Command Duty Officer (CDO) will:

(1) Inform Commanding Officer, Executive Officer and Department Directors and DPO of existing conditions.

(2) Recall NAVSUBSCOL Disaster Preparedness Officer (DPO) at Condition Two.

(3) Establish and maintain communications with SUBASENLON Command Duty Officer (CDO) or Emergency Control Center.

(4) Activate SUBASENLON Working Party Team (Code HB) and SUBASENLON Evacuation Coordination Team (Code HC) using enclosures (1) and (2) of this instruction, when requested by SUBASENLON CDO.

(5) Carry out all duties and responsibilities of the DPO, until relieved by the DPO.

(6) Once relieved, assist the DPO as necessary and carry out all normal functions of the NAVSUBSCOL CDO.

(7) Direct recall of personnel as required by the disaster.

(8) Ensure SUBASE Emergency Control Center (ECC) is manned rapidly when directed.

b. Officer of the Day (OOD) will:

(1) Inform all watchstations of current conditions using the Duty Petty Officer Watchstation Report Log.

Enclosure (3)

(2) For disasters directly involving NAVSUBSCOL buildings, assign NAVSUBSCOL duty section personnel to start recovery procedures as soon as possible.

(3) Ensure all personnel assigned are present or accounted for and dressed appropriately for existing weather conditions.

(4) Coordinate assistance requested from SUBASE CDO or as directed by NAVSUBSCOL CDO/DPO.

(5) Stand by to assist the CDO and/or DPO as necessary.

c. Disaster Preparedness Officer (DPO) will:

(1) When recalled, report to the NAVSUBSCOL Quarterdeck as soon as possible.

(2) Receive turn over from CDO and relieve CDO of all DPO responsibilities.

(3) Request/provide assistance as necessary to support SUBASENLON and to protect NAVSUBSCOL assets.

(4) Coordinate with Security Officer to ensure appropriate THREATCON actions are enacted expeditiously and maintained.

d. Department Directors will:

(1) Recall necessary personnel using enclosure (4) of this instruction to assess damage and/or commence recovery for buildings under their cognizance.

(2) Implement training of all personnel to ensure general knowledge of THREATCON conditions or specific security requirements.

(3) Standby to assist as necessary.

NOTE

All hands assigned to NAVSUBSCOL are subject to immediate recall during any disaster situation to help with disaster control and recovery operations as required by cognizant Department Director.

NOTE

During times of national emergency or as required by local Threatcon levels, Auxiliary Security Force (ASF) members are considered key and essential personnel and may have special operational requirements.

NAVSUBSCOL BUILDING COORDINATOR RECALL LIST

Substitutions for personnel on this list may be made with concurrence of the associated Department Head.

BLDG	BUILDING COORDINATOR BILLET	PHONE	WORKERS/ WATCHES ASSIGNED
152	Ship Control Trainer LCPO Code N625	4604	6/6
426	Department Master Chief Code N2	4362	6/6
427	Department LCPO Code N42	2106	12/12
437	Division Director Code N421	3427	12/12
448	Department Master Chief Code N7	4233	12/12
465	Damage Control Trainer LCPO Code N613	2192	6/0
474	Department Master Chief Code N5	2108	12/6
499	Department LCPO Code N12	4360	24/12
517	Dive Trainer LCPO Code N61	2068	6/0
518	Department Master Chief Code N4	4337	24/12
519	Department Master Chief Code N3	3162	16/12
520	Fire Fighter Trainer LCPO Code N611	2191	6/0
533	Department Master Chief Code N6	2152	8/8

Workers will be assigned by the OOD from staff and student rosters for classes within that building.

NAVSUBSCOL HURRICANE BILL

1. Actions to be taken upon setting a Hurricane Readiness Condition are:

a. Command Duty Officer/Disaster Preparedness Officer CDO/DPO)

(1) CONDITION FOUR (IV) (CDO Initial for completion)

TIME SET BY CSG II _____ Z on _____ (ddmmyy)

_____ Commanding Officer, Executive Officer informed.

_____ Directors and DPO notified.

_____ OOD directed to inform all Duty Chief Petty Officers (DCPOs).

_____ Requirements for Hurricane Conditions III, II and I reviewed.

_____ Facility Manager directed to verify DC equipment stored in Building 519 and to coordinate efforts to obtain materials for DC lockers manned in buildings.

_____ Codes reported; briefings complete; CONDITION IV set.

_____ 01A _____ N1 _____ N2 _____ N3

_____ N4 _____ N5 _____ N6 _____ N7

_____ NAVSUBSCOL recall list updated/verified.

_____ Informed SUBASE OOD (ext. 3444) that CONDITION IV is set.

_____ Building coordinators alerted.

_____ Code HB Team Leader alerted.

_____ Code HC 01C and Team Leaders alerted.

NOTE

Actions listed above are to be conducted during normal working hours without recall of additional personnel. Should CONDITION FOUR be set before or after normal working hours, actions above will be carried out the next working day.

Enclosure (5)

(2) CONDITION THREE (III)

TIME SET BY CSG II _____ Z on _____ (ddmmyy)
_____ Commanding Officer, Executive Officer
informed.
_____ Directors and DPO informed.
_____ OOD directed to inform all DCPOs.
_____ Verify CONDITION IV maintained.
_____ OOD directed to muster AWT, ACU, and AWSS
personnel. Assignments made for necessary details. (Ensure 20
reserved for Code HC and 30 for sand bag detail.)
_____ Mustered Evacuation Coordination Team (Code
HC) and sent to Bldg. 405.
_____ Building tours completed, loose gear secured.
_____ Codes reported; briefings complete; CONDITION
III set.
_____ 01A _____ N1 _____ N2 _____ N3
_____ N4 _____ N5 _____ N6 _____ N7
_____ Informed SUBASE OOD (ext. 3444) that CONDITION
III is set.

NOTE

Actions listed above are to be conducted during normal working
hours without recall of additional personnel. Should CONDITION
THREE be set outside of normal working hours, actions above will
be carried out the next working day.

(3) CONDITION TWO (II)

TIME SET BY CSG II _____ Z on _____ (ddmmyy)
_____ Commanding Officer, Executive Officer
informed.
_____ Directors informed.
_____ Disaster Preparedness Officer (DPO) recalled
to Quarterdeck in Fluckey Hall.
_____ Stationed the DPO.

Secure normal Operations. Send civilians home. Secure all Buildings except 499, 519 and 518.

 DPO directed to act as single point of contact between Building Managers/Coordinator/Directors and Public Works Department for assistance as required, and to prioritize and initiate action as necessary.

 Direct recall of Building Coordinators, Building Managers and DC teams.

 OOD directed to inform all code DCPOs.

 OOD directed to assume responsibility for routine duties of the Quarterdeck.

 Verify CONDITION III maintained.

 Supply Officer recalled.

 Supply Officer directed to report to normal work space and recall minimal staff to perform functions required.

 Supply Officer directed to coordinate with NAVSUBSCOL DPO and SUBASE Supply Officer for food and any other provisions that may become necessary for those required to stay on board during CONDITION ONE (rain gear, tools, etc) and to obtain and distribute meals, ready-to-eat (MRE).

 30-man sandbagging party from AWT, ACU, and AWSS sent to the Power Plant per reference (a).

 OOD directed to recall next two oncoming staff and student duty sections and place all duty personnel on 24 hour on-base duty.

 Watchbills developed for next 72 hours.

 Ensure emergency shelters are stocked with appropriate supplies.

 Coordinate and log inputs from all NAVSUBSCOL buildings in order of priority and initiate corrective actions.

 Direct all hands to muster with their assigned division/department, by phone if necessary.

 Use local radio stations as necessary to assist in recall efforts.

Secure buildings as required for personnel/equipment safety. (If possible, secure buildings 152, 426, 427, 437, 448, 465, 474, 517, 520 and 533).

Codes reported; Buildings secured/manned; Command Centers established, CONDITION II set.

01A	N1	N2	N3
N4	N5	N6	N7

All vehicle' fuel tanks topped off.

SUBASE Emergency Control Center (ECC) informed
CONDITION II set.

NOTE

Actions required for CONDITION TWO and CONDITION ONE are to be carried out immediately no matter what time of day or night.

(4) CONDITION ONE

TIME SET BY CSG II _____Z on _____(ddmmyy)

Commanding Officer, Executive Officer
informed.

Directors informed.

OOD directed to inform DCPOs.

Verify CONDITION II maintained.

Coordinate all incoming and outgoing reports, set priorities, inform Commanding Officer of any important details and give recommendations for closure/evacuation of buildings.

Auxiliary Security Force personnel directed to muster at Building 462.

Building Coordinators/Managers informed.
Directed to fill all emergency water containers, minimize all possible electrical loads, and identify any potential problems.

All government vehicles moved to Navy Exchange parking lot; keys turned over to SUBASE ECC.

Direct all non-essential personnel to assist as necessary or take shelter in designated areas. (Building 437, 519 and 533).

_____ Codes reported; CONDITION I set.

_____ 01A _____ N1 _____ N2 _____ N3

_____ N4 _____ N5 _____ N6 _____ N7

_____ SUBASE ECC informed CONDITION ONE set.

(5) Securing from Hurricane CONDITIONS ONE and TWO

TIME SECURED BY CSG II _____ Z on _____ (ddmmyy)

informed. _____ Commanding Officer, Executive Officer

_____ Directors informed.

received. _____ Building Coordinators/Managers Damage Reports

_____ 152	_____ 426	_____ 427	_____ 437
_____ 448	_____ 465	_____ 474	_____ 499
_____ 517	_____ 518	_____ 519	_____ 520
_____ 533			

department by _____ Personnel requested to muster by division/
all means possible.

_____ Codes reported; musters complete; secured from
Hurricane Conditions; clean-up in progress.

_____ 01A _____ N1 _____ N2 _____ N3

_____ N4 _____ N5 _____ N6 _____ N7

assistance. _____ Identify and prioritize requests for repairs/

requested. _____ Muster Working Party Team (Code HB) when

actions which _____ DPO compiles a list of all known damages and
will be delivered to appropriate Department
Directors and a copy sent to Commanding Officer.

_____ Secured the DPO.

_____ SUBASE ECC/OOD informed, secured from
Hurricane Conditions.

b. DCPOs

(1) CONDITION IV

_____ Muster all student duty section personnel not actually on watch.

_____ Conduct brief.

_____ Ensure relieving DCPOs are informed of Hurricane Condition and oncoming student duty sections are briefed.

(2) CONDITION III

_____ Ensure all duty section personnel are aware of current Hurricane Condition and their responsibilities. Continue briefings for duty section personnel.

_____ AWT, ACU, and AWSS LCPO directed to recall and muster all assigned personnel. Students are then to report to NAVSUBSCOL Quarterdeck for assignment to Building Managers and the Evacuation Coordination Team by the OOD.

(3) CONDITION II

_____ Muster all available duty section personnel, make report to the OOD when completed.

_____ Muster the next two on-coming duty sections. Utilize non-duty-day personnel as a ready reserve for unforeseen problems.

(4) CONDITION ONE

_____ Muster duty section.

_____ Designate waiting area for duty section personnel.

c. Department Director

(1) CONDITION IV

_____ Review and verify enclosure (5). Make appropriate substitutions for personnel on leave or TAD. Forward copies of verified recall to CDO/DPO at NAVSUBSCOL Quarterdeck.

_____ Review and verify departmental recall list. Place all personnel on 24-hour standby.

_____ Ensure all personnel are briefed on preparations and precautions to be taken.

_____ Allow key and essential personnel time for preparations at home.

I. _____ Review requirements for CONDITIONS III, II and

(2) CONDITION III

_____ Review Hurricane Bill requirements for all conditions.

_____ Verify CONDITION IV maintained.

_____ Develop a plan of action for all Hurricane Bill conditions specific to the assigned buildings.

_____ Conduct a tour of all buildings under cognizance with the Building Coordinator. Point out all items that will require securing and/or removal by NAVSUBSCOL duty section personnel, and those items requiring Public Works Department assistance. Also, point out all areas that will require special attention or handling.

_____ Place all required personnel on 8 hour standby.

_____ Recall personnel listed in enclosure (2).

_____ Ensure backup computer files are made and securely stored in a remote location.

_____ Make hard copy printouts of any information that may be required if power is lost (especially recall lists).

(3) CONDITION II

_____ Verify CONDITION III maintained.

_____ Direct recall of the Building Manager and DC/DPO/CDO function team.

_____ Recall building coordinator (BC) already done by CDO and establish a Command Center in assigned building.

_____ Instruct all personnel not in a duty status to monitor local radio stations for announcements.

_____ Set up berthing area if building is to be manned.

_____ Request additional personnel/materials as required via NAVSUBSCOL Facilities Manager.

_____ BC directed to start log book to note any important events or occurrences. Log book is part of the Damage Control Locker.

_____ BC directs efforts to secure/cover equipment.

_____ BC secures operation of computers and other sensitive equipment and relocate to secure interior spaces as necessary. Use equipment tags to control this process if required.

_____ Verify building isolation for water, electric, etc. with the Building Manager.

_____ Direct efforts to secure building, including minimizing use of all utilities.

_____ Building command center established; communications link to NAVSUBSCOL Quarterdeck verified/implemented.

_____ Watchbills developed for the next 72 hours (if applicable); requirements for food/berthing developed and passed to DPO. This should include a fire/security rover and a Damage Control team. If the building assigned is secured, ensure that NAVSUBSCOL Quarterdeck is provided with an up-to-date recall listing of designated personnel, including local address and phone number. Personnel assigned should stay inside buildings for obvious safety reasons.

_____ BC reports all discrepancies, damages, possible hazards and assistance required to the DPO. Calls to the DPO should be kept to a minimum to avoid confusion on Quarterdeck. If in doubt, call.

_____ NAVSUBSCOL DPO informed CONDITION II set.

(4) CONDITION ONE

_____ Verify CONDITION II maintained.

_____ BC directed to make hourly reports to the DPO or more frequently if conditions warrant.

_____ Direct DC team to fill as many containers as possible with water for drinking and sanitation.

_____ Minimize all possible electrical loads to the maximum extent possible. Issue flashlights to roving patrols.

_____ Direct all non-essential personnel to assist as necessary or take shelter.

_____ Coordinate damage control efforts via the Building Manager.

_____ Coordinate ventilation of the building by opening windows or doors on the leeward side to equalize pressure.

_____ Report to the DPO that CONDITION ONE is set. Standby to assist as required and make required reports to the Quarterdeck.

(5) Securing from Hurricane Conditions

_____ Muster all personnel available and coordinate DC efforts.

_____ Remove sandbags, drain plugs, tape, etc.

_____ Restore as much of the building to normal operational status as possible.

_____ Inspect areas of responsibility and create a listing of all repair requirements. Provide this list in a prioritized order to the quarterdeck.

_____ Release personnel as need decreases.

_____ NAVSUBSCOL CDO/OOD informed, secured from Hurricane Conditions.

d. Building Manager

(1) CONDITION IV

_____ Inventoried Damage Control locker/ordered parts as required.

_____ Reviewed Hurricane Bill requirements for all conditions.

_____ Inspected/replaced all perishable items as necessary.

_____ Develop a plan of action for all Hurricane conditions specific to the assigned building.

_____ NAVSUBSCOL Quarterdeck informed, CONDITION IV set.

(2) CONDITION III

_____ Verify CONDITION IV maintained.

_____ Toured building with Director or designated alternate, all discrepancies noted, loose gear secured or noted.

_____ Muster personnel assigned by Quarterdeck from ACU, AWT, or AWSS. Direct personnel to tape or board windows, install plastic sheeting, and make preparations as required.

_____ Supervise stowage/securing of all loose gear both inside and outside of their respective buildings. Report all items that require Public Works Department assistance to the Facilities Manager, extension 2158.

_____ Verified utility isolation for the building. Floor plans verified/updated. Specific building recall lists updated.

_____ Building Coordinator contacted, plan of action discussed.

_____ NAVSUBSCOL Quarterdeck informed, CONDITION III set.

(3) CONDITION II

_____ Verify CONDITION III maintained.

_____ Assume duties as assistant Building Coordinator.

_____ Muster the DC team.

_____ Locate berthing area if building is to be manned.

_____ Ensure that all assigned personnel are issued protective clothing (as required) appropriate for the current weather conditions.

_____ Request additional personnel/materials as required via the Building Coordinator.

_____ Direct efforts to secure building, including taping windows, cover/secure equipment, sandbag as necessary, install DC plugs as required, move materials away from windows, etc.

_____ Building Command Center established.

_____ Quarterdeck informed CONDITION II set or building secured.

(4) CONDITION ONE

Verify CONDITION II maintained.

_____ Direct DC team to fill as many containers as possible with water for drinking and sanitation.

_____ Minimize all possible electrical loads to maximum extent possible. Issue flashlights to roving patrols.

_____ Direct all non-essential personnel to assist as necessary or take shelter.

_____ Coordinate damage control efforts.

_____ Coordinate ventilation of the building by opening windows or doors on the leeward side to equalize pressure.

_____ Direct workers to make continuous tours of the building observing any damage/unusual conditions, reporting every half hour.

_____ Report to the DPO that CONDITION ONE is set. Standby to assist as required and make required reports to the quarterdeck.

(5) Securing from Hurricane Conditions

_____ Muster all personnel available and coordinate DC efforts.

_____ Restore as much of the building to normal operational status as possible.

_____ Create a listing of all repair requirements. Provide this list in a prioritized order to the quarterdeck.

_____ NAVSUBSCOL CDO/OOD informed, secured from Hurricane Conditions.

NAVSUBSCOL INSTRUCTION 3440.1E CHANGE TRANSMITTAL ONE

Subj: DISASTER CONTROL

1. Purpose. To promulgate Change One to the basic instruction.
2. Action. Make the following pen and ink changes.

a. Delete paragraphs 8., 8.a., 8.b., and 8.c.. New paragraph 8 should read: "8. Emergency Shelters. Building 519, Darby Hall, is the designated emergency shelter for all NAVSUBSCOL personnel."

b. Enclosure (1); delete paragraphs 2.d.(1) through 2.d.(4) and replace with new paragraphs as follows:

- "(1) Team Leader #1 - ET (Exterior Communications Training)
LCPO Work Phone - 2826
- (2) Team Leader #2 - ET 5YO Training (CORE) LCPO
Work Phone - 2047
- (3) Team Leader #3 - ET (Navigation/Operations Operator Training) LCPO Work Phone - 2026
- (4) Team Leader #4 - STS "A" School LCPO
Work Phone - 5151"

C. T. STAFFORD
Acting

Distribution:
All departments
I Drive (LAN)